



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DIETITIAN

Class No. 004770

■ CLASSIFICATION PURPOSE

To assist in the assessment, planning, implementation, evaluation, and delivery of nutrition education programs and services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Under direction, a Dietitian is a journey-level class responsible for planning and preparing diets for clients. The Dietitian series differs from the Nutritionist in that the latter has broader program and administrative responsibilities and performs consultative services.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential functions:

1. Develops and implements nutritional care plans and diets for clients.
2. Assesses nutritional needs by obtaining clients' current and historic medical information/condition.
3. Provides guidance to food services staff in preparing client meals to ensure correct portions, food preference, and client intake and acceptance of meals.
4. Prepares quarterly reviews of clients' health condition related to diet.
5. Documents clients' progress and records information in appropriate charts and files.
6. Develops appropriate recipes for modified diet food preparation.
7. Assists in developing training programs for clients.
8. Trains new dietary staff and/or nurses on dietary principles.
9. Assists in planning the facility's feeding programs.
10. Participates in client meetings.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Nutritional needs of people of all age groups including geriatric and prenatal/child patients/clients.
- Principles and techniques of meal preparation, food production, and portion control activities in an institutional kitchen setting.
- Techniques of nutritional counseling.
- Principles of food budgeting, shopping techniques and consumer information.
- Dietary screening tools.
- County customer service objectives and strategies.

#### Skills and Abilities to:

- Initiate and maintain an ongoing nutrition education program.
- Develop and implement nutritional care plans and diets..
- Counsel and give nutrition and dietary instructions to clients of various socio-economic backgrounds.
- Review and assess clients' condition and progress and modify diets if necessary.
- Develop appropriate recipes for modified diets.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in food and nutrition or community nutrition and six (6) months of experience in planning, implementing, delivering and evaluating nutritional services for patients or clients.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

A Certificate of Registration as a Dietitian by the Commission on Dietetic Registration (CDR) is required at the time of employment. A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

##### Working Conditions

Incumbents are in contact with clients who may display hostile, violent, or unpredictable behavior. Some clients may have contagious diseases.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

**New: July 1, 1980**  
**Revised: May 20, 1991**  
**September 3, 1991**  
**September 27, 1999**  
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**February 19, 1985**  
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**November 13, 1986**  
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Dietitian (Class No. 004770)

Union Code: PR

Variable Entry: Y